

EGM LOGISTICS, VOTING & RULES OF PROCEDURE

MONDAY 2 NOVEMBER 2020, START 19:30 CET

PLEASE NOTE: THIS WEBINAR WILL BE RECORDED

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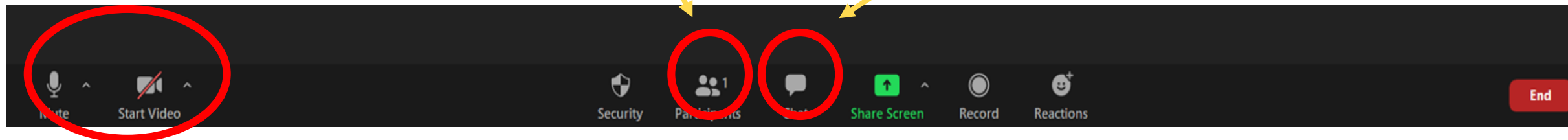
USING ZOOM TODAY ON A COMPUTER

These buttons are usually found by going to the bottom of your screen

Click here to turn your
video and sound on and
off

Click here to show the
Participant list and
Yes/No emoticons

Click here to show
the Chat box



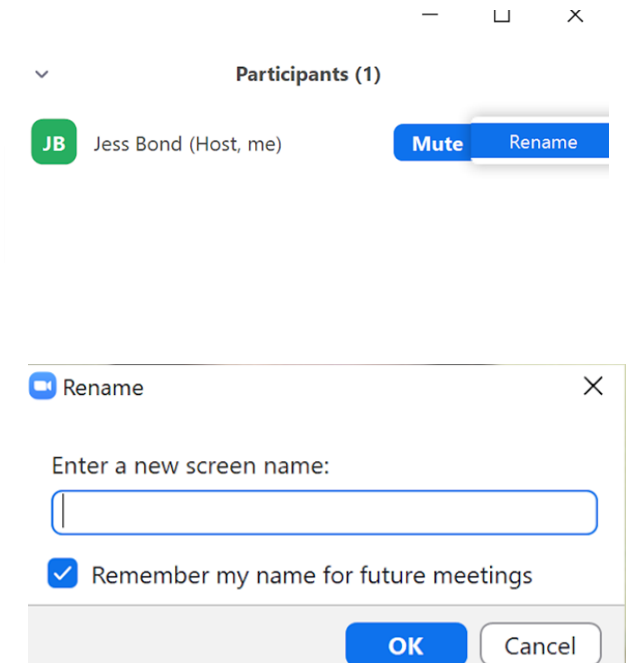
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RENAMING YOURSELF ON ZOOM ON A COMPUTER

Go to the Participant List and hover over your name. Click on the blue button called 'More', then click 'Rename' and type your new name in the box that appears

Please change your name on Zoom following the instructions on pages 6-7 of the EGM Participant Guidance Document

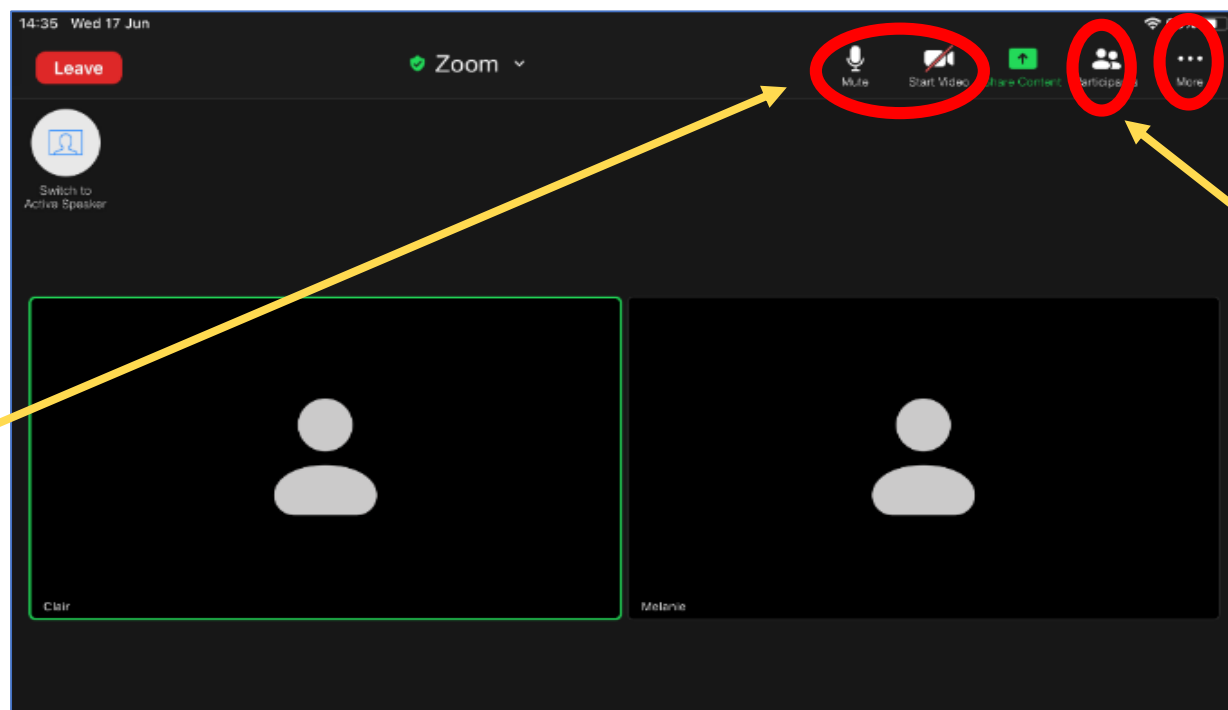


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USING ZOOM ON A PHONE/TABLET

Click anywhere on the screen and these buttons will appear



Click the three dots here to show the Chat box

Click here to turn your video and sound on and off

Click here to show the Participant list and Yes/No emoticons

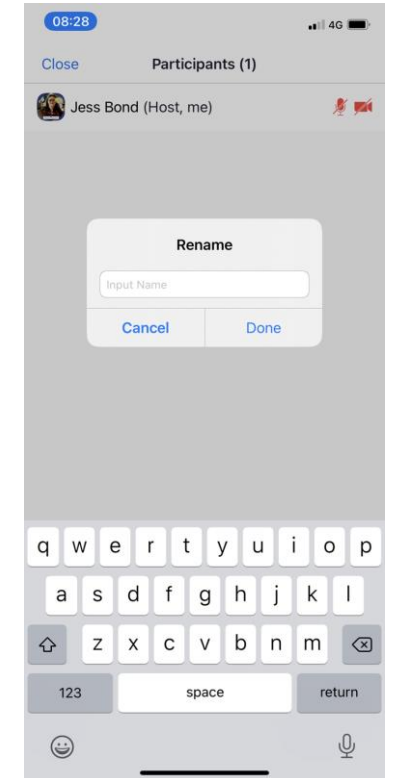
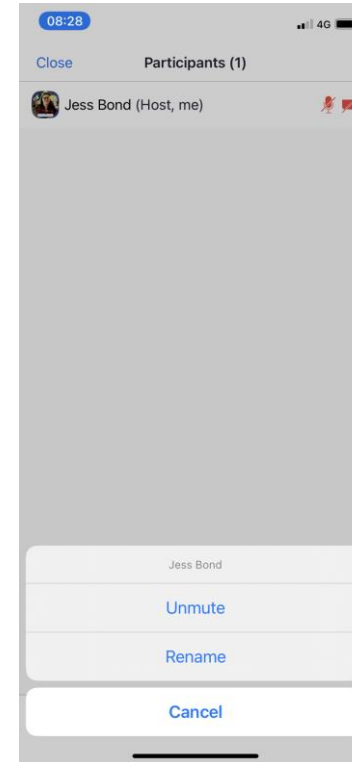
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WELCOME!

HERE'S WHAT WE WILL COVER TODAY

- Introductions and roles/responsibilities
- Logistics
- Rules of Procedure (RoP)
- Voting
- Voting practice!
- Questions and reminders about next steps

Please feel free to post questions throughout this session in the Chat and we will answer them as we go

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WELCOME!

CODE OF CONDUCT FOR ALL PARTICIPANTS

- I will be respectful, tolerant and considerate of others
- I will treat everyone equally
- I will recognise to my own right to freedom of expression, and that of all other participants
- I will not engage in any abusive or inappropriate behaviour
- I will comply with all elements of the EGM procedures and WAGGGS policies and follow the directions of the EGM Chair
- I recognise my duty to report any violation/potential violation of this Code during the EGM via the Emergency Contact Details in the EGM Participant Guidance Document

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WELCOME!

WHO'S WHO?

- | | |
|--------------------------|--------------------------------------|
| • Eline Groeholt | Europe Committee Chair, Chair of EGM |
| • Jess Bond | EGM Procedural Team Coordinator |
| • Elena Konstantinidou | EGM Procedural Team Member |
| • Barbara Calvi | EGM Teller |
| • Fiona Lejosne | EGM Teller |
| • Nicola Lawrence | Head of Governance, WAGGGS |
| • Aina Fontanella Morera | Events Manager, WAGGGS |

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WELCOME!

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INTRODUCTIONS: ROLES AND RESPONSIBILITIES

CHAIR

- To ensure that the business of the EGM is properly carried out
- To refer questions on procedure to the Procedural Team, and have the final authority on all procedural matters

PROCEDURAL TEAM

- To support MOs to participate in the EGM and have a common understanding of the Rules of Procedure
- To ensure the EGM is run according to WAGGGS Constitution and Bye-laws and the Rules of Procedure
- To answer questions on procedures during the EGM

TELLERS

- To do a visual check of participants ahead of each vote to confirm voting strength
- To count all votes cast
- To report results of all votes cast at the EGM

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LOGISTICS:

WHERE TO FIND EGM DOCUMENTS

- The agenda and papers for the EGM can be found on in the online voting system and on the WAGGGS website:
<https://www.wagggs.org/en/our-world/europe-region/blogs-news-events-resources/>
- The final versions of the Proposed Motions and Amendments document will be circulated via Euromail on Friday 6 November and uploaded to the website after that date

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LOGISTICS:

UNIFORM & WORKING LANGUAGES

- For quick identification of all participants, we encourage you to wear your MO uniform or national scarf to the EGM.
- Volunteers and staff representing WAGGGS are encouraged to wear the WAGGGS scarf
- The EGM will only be conducted in English, though the papers are available in English and French
 - Please only speak in English / type in English in the Chat box

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LOGISTICS:

HOW TO JOIN THE EGM MEETING

- The EGM will take place using Zoom Meetings (just like this!)
- You'll be in a Waiting Room first – please don't worry if you need to wait for a short while
- Once you join, please rename yourself on Zoom using the coding in the EGM Participant Guidance Document
- Please mute your microphone at all times, unless invited to speak
- Please open up the Chat box so you can use it for formal business and see messages posted in it by the EGM team
 - Instructions and Zoom top tips are in Participant Guidance Document pages 4-7

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LOGISTICS:

HOW TO SET UP THE ONLINE VOTING SYSTEM

- Online voting will take place via the WAGGGS Aventri voting app
 - Will only be required by Head Delegates and Delegates
- Each MO is only allowed one vote at the EGM
 - This will usually be cast by their nominated Head Delegate
- If the Head Delegate is unable to access the Zoom meeting and/or the WAGGGS Aventri voting system or is otherwise unavailable (e.g. due to illness), then the nominated Delegate of the MO is able to cast the MO's vote instead.
 - Instructions are in EGM Participant Guidance Document pages 8-9

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LOGISTICS:

ISSUES WITH THE VOTING SYSTEM/LOGIN

- If you are a nominated Head Delegate or Delegate and have not received an email with login details, please email events@waggggs.org and Procedural.Europe@waggggs.org and one of the WAGGGS team will be able to help you.
 - Please check your junk or spam inbox first
 - You can also post in the Chat here if you are having issues with the Aventri app and Aina will try to help you during this session

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RULES OF PROCEDURE: WHAT IS IT?

- The EGM Rules of Procedure document explains how the formal business of the EGM will be conducted
- The Rules of Procedure document can be found online:

<https://www.wagggg.org/en/our-world/europe-region/blogs-news-events-resources/>

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RULES OF PROCEDURE: ROLL CALL & COUNTRY CARDS



- A formal Roll Call of all MOs will be taken via Zoom at the opening of the EGM
 - When your country name is read out, the Head Delegate must write PRESENT in the Zoom Chat box to indicate their attendance
 - To add a colourful tone to the Roll Call, we are also inviting your MO to create your own country cards which you are invited to wave and show on camera (if possible) when your country is called out during the Roll Call

We are looking forward to seeing your creative Country Cards!

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RULES OF PROCEDURE: ROLL CALL CONTINUED...

- What if the nominated Head Delegate of an MO is not present in the Zoom meeting for the Roll Call and does not write PRESENT in the Chat?
 - Then the nominated Delegate of that MO can assume voting rights for its MO, if they respond with PRESENT in the Chat box instead
- What if neither to nominated Head Delegate nor Delegate of an MO is present in the Zoom meeting and does not respond to the Roll Call?
 - This means that MO will be unable to vote during the whole EGM (even if the Head Delegate or Delegate joins Zoom at a later point)

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RULES OF PROCEDURE: ROLL CALL CONTINUED...

- Once a Delegate has assumed voting rights for its MO, we ask that they do not request to move this back to the Head Delegate
 - This is to minimise the risks associated with changing voting rights
- Before every vote is taken the Tellers will also do a visual check of the participant list in the Zoom meeting
 - Each MO's Head Delegate (or Delegate, if they have taken on the voting rights, in the absence of their Head Delegate) must be visible in the participant list at the time of the Roll Call and at the start of each vote in order for their vote to count

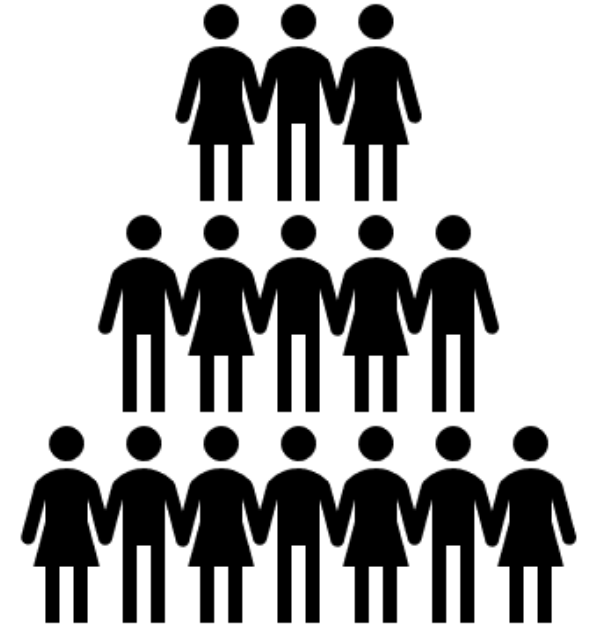
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RULES OF PROCEDURE: QUORUM

- In order for decisions to be made and results of votes to carry, the EGM needs to be quorate
 - “The quorum shall be more than half of Full MOs of the Region”
- Currently we have 37 Full MOs, 3 Associate MOs and 1 Suspended Associate MO in the Region
- How many Full MOs need to attend the EGM for us to be quorate?

It's 19! (37 Full MOs / 2=18.5 , so more than half is at least 19 Full MOs)



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RULES OF PROCEDURE:

WHAT ARE MOTIONS & AMENDMENTS?

Proposed Motion	A Proposed Motion is a suggested proposal that is open for discussion by the EGM
Motion	A proposal that has been moved by the EGM
Proposed Amendment	A suggested change to a Proposed Motion.
Amendment	A change in wording to a Proposed Motion, which has been moved by the EGM

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RULES OF PROCEDURES: DISCUSSING MOTIONS & AMENDMENTS

- First there will be a presentation of the Proposed Motion or Amendment by the MO that submitted it (or a member of Europe Committee)
- The Chair will then open the discussion to others
 - each MO can speak once, max. 3 minutes
 - To request to speak or ask a question, a Head Delegate or Delegate must write their country name and the words 'REQUEST TO SPEAK' in the Zoom Chat box
 - When invited to speak by the Chair, they can unmute themselves to talk through their microphone (preferable) or write in the Chat box
 - If a Head Delegate or Delegate wishes to nominate an Observer from their MO to speak instead, they can do after their request to speak has been accepted
 - The Chair determines and declares when the discussion ends

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RULES OF PROCEDURE: HOW CAN I ASK QUESTIONS DURING THE EGM ABOUT PROCEDURAL MATTERS?

- If you have a procedural question at any point during the EGM, please type into the chat your country name, the words 'PROCEDURAL QUESTION' and then your question so that the Procedural Team and Chair can address these at the appropriate point.

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VOTING:

WHY VOTE & WHO CAN VOTE?

- Voting is an essential and very important aspect of the EGM
 - The way for your MO to actively take part in decision-making about the Region
 - It gives you the chance to express your view on key issues such as the European Voluntary Contribution and Budget (*financial topics covered in more detail at next week's webinar on Monday 9 November!*)
- Not all MOs can vote on all topics - we will clearly explain this before each vote
 - For example, financial issues can only be voted on by Full Members
- We encourage you to always register a vote every time if at all possible
 - Choose from: For, Against or Abstain (abstain means you don't want to express an opinion, but it has the same effect as a 'No' vote)

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VOTING:

VOTING STRENGTH

- The voting strength indicates the minimum number of votes needed for a decision to be considered adopted by the EGM
- Depending on the topic, the voting strength required for the decision to be agreed will change:
 - Motions /Amendments regarding financial questions: two thirds majority (e.g. if 30 MOs eligible to vote, at least 20 votes in favour are required for the motion/amendment to pass)
 - All other Motions/Amendments: simple majority (e.g. if 30 MOs eligible to vote, at least 16 votes in favour are required for the motion/amendment to pass)

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VOTING:

ORDER OF VOTING

- First, we will vote on any Proposed Amendment(s) to a Proposed Motion and then on the final version of a Proposed Motion
 - Proposed Motion proposes that: *“Members in every MO will get a free ice cream”*
 - Proposed Amendment to Proposed Motion proposes that: *“Members under 30 in every MO will get a free ice cream”*
- Questions your MO delegation should consider in advance:
 - Do we agree with the motion? Do we agree with the amendment?
 - Will we vote the motion if it’s amended?
 - Will we vote the motion if it’s NOT amended?

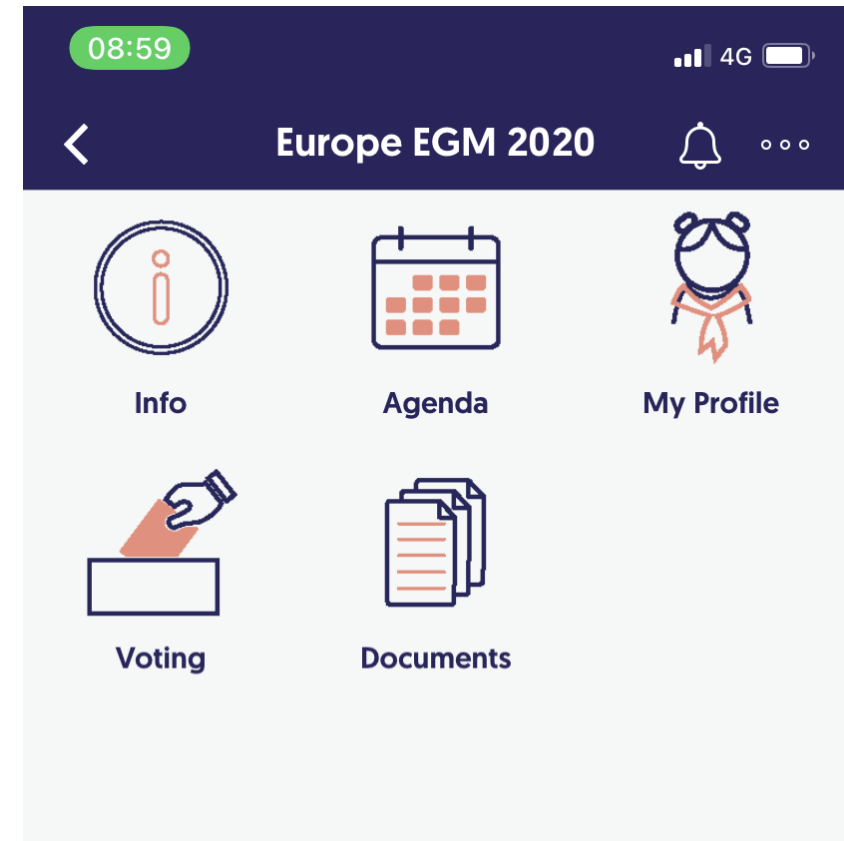
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VOTING:

PRACTICE VOTING

- We will use the WAGGGS Aventri voting system for voting on motions and amendments
 - Only Head Delegates have access to the voting button within the system, so it will not usually be visible to Delegates (unless their Head Delegate is unavailable to vote, and they have been given voting rights instead)



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PROPOSED MOTION 1

TEST

The EGM agrees that we will invite Minnie Mouse to the next Europe Conference

Proposer: The Europe Committee WAGGGS

Voting eligibility: Full and Associate Members

Majority required: Simple majority

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PROPOSED AMENDMENT TO PROPOSED MOTION 2

TEST

The EGM agrees that members under 30 in every MO will get a free ice cream

Proposer: The Europe Committee WAGGGS
Voting eligibility: Full Members
Majority required: Two thirds majority

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PROPOSED MOTION 2

TEST

The EGM agrees that members in every MO will get a free ice cream

Proposer: The Europe Committee WAGGGS

Voting eligibility: Full Members

Majority required: Two thirds majority

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PROPOSED MOTION 3

TEST

The EGM agrees that we will invite Minnie Mouse to the next Europe Conference

Proposer: The Europe Committee WAGGGS

Voting eligibility: Full and Associate Members

Majority required: Simple majority

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WHAT'S NEXT?

- Circulation of final version of proposed motions and amendments document
 - Friday 6 November 2020
- EGM Financial Papers Webinar
 - Monday 9 November 2020, 19:30-21:00 CET (join from 19:00)
- EGM
 - Saturday 21 November 2020, 10:30-13:00 CET (join from 10:00)
- Circulation of Summary of EGM and Record of Decisions
 - By no later than Monday 21 December 2020

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ANY QUESTIONS?

- Feeling lost? Don't worry - the Procedural team is here to help!
- Before the EGM:
 - Email us at any time: Procedural.Europe@wagggg.org
 - This webinar recording and slide deck will be made available on the website soon and circulated to you
- During the EGM:
 - If you have a procedural question during the EGM, type into the chat your country name, the words 'PROCEDURAL QUESTION' and then your question
 - In an emergency (e.g. you are unable to vote or need to change your Head Delegate urgently), email Procedural.Europe@wagggg.org or call/text/WhatsApp numbers in the EGM Participant Guidance Document

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